

STAFF TRAINING

POLICY

A comprehensive program of trainings will be required of all staff which includes, but is not limited to the following:

Training	Frequency
Abuse and Neglect	Every 2 years
Review of confidentiality policy	Annually
Body Substance Precautions	Initial and as required
Level I Med Aid*	Every 2 years
First Aid*	Every 3 years
CPR*	American Red Cross–1 year;AHA – 2 years
MANDT*	2 day training initially; recert annually

*Any employee without current certification will be allowed to work with consumers only when a certified staff member is also on shift.

The uncertified employee is prohibited from passing medications or performing any physical interventions requiring MANDT training.

There must be at least one person on duty in each home that has current certification to administer First Aid and CPR.

All staff must obtain current certification in First Aid and CPR.

PROCEDURE

1. Required trainings will be monitored by the QMRP/Administrator who will notify staff of recertification timelines.
2. A record of training received by staff will be maintained in the employee's record.
3. Employees, whether management or staff, are responsible for informing and providing documentation to QMRP/Administrator upon successful completion of the training. Documentation shall provide at minimum:
 - a) Subject/Topic
 - b) Date Presented
 - c) Name of Instructor or Agency
 - d) Length of time (Hours)
 - e) Certificate of Completion (if applicable)
4. Employees are expected to attend training sessions affecting their work area and/or as directed.
5. Employees that do not attend training sessions that are identified as "mandatory" and are not excused are subject to disciplinary action.

